

Dear Colleague:

Welcome to California's State Review Team for the 2002 Child and Family Services Review. We greatly appreciate your commitment to the children and families of our State as evidenced by your participation in this review. The following is important information you will need.

County Assignment: San Mateo

Review Week Schedule:

Sunday, September 22 Arrive at hotel no later than 5:30 p.m., in time for an orientation meeting later that evening.

**Monday, September 23 to
Wednesday, September 25** Case file review in the county.

Thursday, September 26 County exit conference and travel to Sacramento.

Friday, September 27 State de-briefing and State exit conference. Conclusion of the review.

Hotel Accommodations:

The review team will be staying at the Summerfield Suites, located at 400 Concourse Drive in Belmont. You will need to reserve the rooms for four nights beginning Sunday, September 22, and leaving Thursday, September 26.

To reserve your room at the government rate, please call the hotel at **(650) 591-8600 no later than September 9**. When you make the reservation, please indicate that you are with the Federal Review Project.

On Thursday, September 26, the State Review Team members will need to stay overnight in Sacramento. If you require commercial lodging, please make your reservations at the Hyatt Regency Hotel, located at 1209 L Street, Sacramento. Please call the hotel at **(800) 233-1234** to reserve your room at the government rate under the name, Federal Review Project, **no later than September 9**.

As previously indicated, your own organization is responsible for the costs of the travel, hotel, meals and incidentals.

County Site Information:

San Mateo Human Services Agency is located at 400 Harbor Boulevard, Building C, in Belmont. The telephone number for the office is (650) 595-7560.

The review begins Monday, September 23, at 8:00 a.m. in the county office. It will conclude on Thursday, September 26, with all team members returning to Sacramento for the compilation of findings and the State exit conference.

State Exit Conference:

Friday September 27, 2002
2:00 p.m. to 3:00 p.m. (tentative time)
744 P Street, First Floor Auditorium
Sacramento, Ca. 95814

If you have any questions, please contact Ellie Jones at (916) 445-2811. We look forward to seeing you in early September for training.

Sincerely,

BETH FIFE, Chief
Federal Review Project